

Massachusetts Department of Revenue
Division of Local Services



COST VALUATION
RPIS VERSION 3

3/7/2005

Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs
David L. Davies, Director of Information Technology

RPIS Version 2 for Oracle – Running Cost Valuation

Table of Contents:

<i>Cost Valuation - Overview</i>	3
Important note on Cost Options:	3
<i>Setting the Cost Options</i>	4
<i>Running Cost from the Data Management Module</i>	6
Running Cost on a single parcel	6
1. Using the Cost Icon	6
2. Using the Record menu	6
Running Cost on a Group of Parcels:	7
Select Parcels for Processing	8
Select Cost Results	9
Run Cost on Selected Parcels	9
Using the Key Equivalents Instead of the Mouse	10
For training and technical support...	11

Cost Valuation - Overview

Cost Valuation is one of the valuation methods available in the DOR CAMA system. It is the most commonly used method for residential property, and is the starting point for determining a property's full and fair cash value based on market conditions. There are 3 main components to the Cost valuation system:

1. Property data
2. Lookup tables
3. User-defined options.

The RPIS Cost system looks at the data and uses tables from Marshall and Swift to look up base values. It then applies user-defined factors to come up with a cost value. In the case of structures, depreciation is calculated and applied to the value. Land values come from a user-defined land table.

RPIS allows storage of multiple cost and land tables. Each available Cost Table contains combined residential, commercial and detached structure tables. The Land Table is a separate table and includes Chapter 61A agricultural land rates.

Important note on Cost Options:

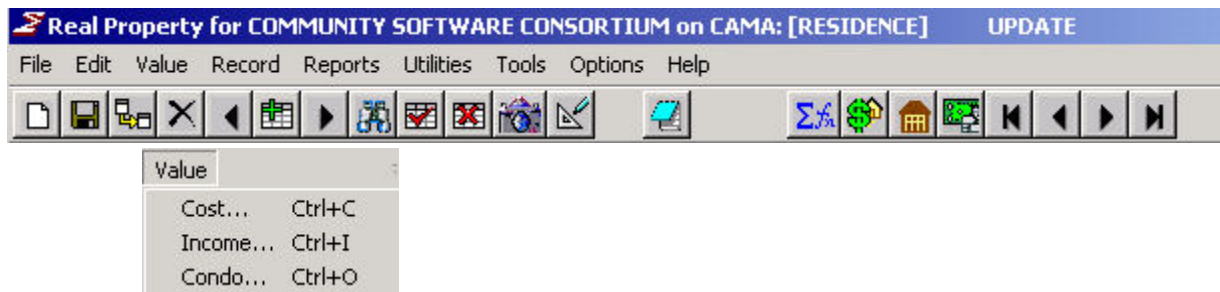
A user's Cost Options determine which tables are used, what factors (if any) are applied to the value, and what year is used as the end point for calculating depreciation. Two users can run Cost on the same parcel and receive different cost values if their Cost Options are different. This is an important point, especially when trying to change values in a certification year; all users should use the same Cost Options once the final options have been determined by sales analysis.

Setting the Cost Options

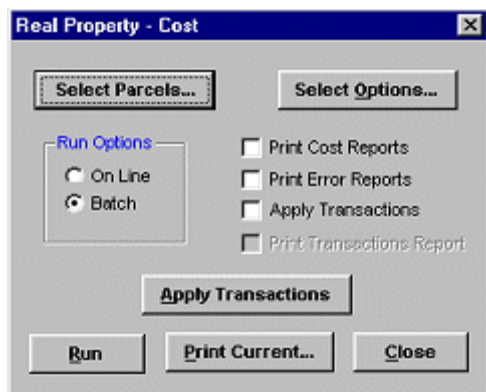
Before running Cost you must select the options to be used in the Cost run. *Each system user has his/her own Cost Options.* These options are used whenever the Cost program is run, whether from the Value menu or by using the icons. *Each user should verify the proper tables, factors and depreciation base year to be used in valuing property with the system administrator before running Cost.*

To set the Cost Options:

1. Click Value on the Menu bar. The value menu will drop down.



2. Click the word Cost or press CTRL+C to open the Cost dialog box.



3. Click the Select Options... button or type the letter O to open the Options dialog box. The options that must be set before running the Cost program are described below.

Note: Remember that each user maintains his/her own Cost options. Verify the proper options with the system administrator before continuing.

4. Select the appropriate options in the Cost Options dialog box:

The Land Rate Tables and Cost Tables: use the pull-down menus to select the desired cost and land tables. Each available Cost Table contains combined residential, commercial and detached structure tables. The Land Table is a separate table and includes Chapter 61A agricultural land rates. If no tables appear in the pull-down menus, use the Table Maintenance utilities to load or create a new set of tables. (Cost and Land tables are covered in detail in the user guide “Table Maintenance.”) You must select both a Cost Table and a Land Table in order to run Cost.

Current Depreciation Year: type in the desired base year for calculating depreciation. This is the year up to which a property’s age will be computed. The formula for determining a property’s age is:

Current Depreciation Year – (Effective Year Built if available or Actual Year Built.)

Report Type: select Full Reports to print detailed results (the Cost Report) or Errors Only to print just the error messages.

Cost Adjustments: enter a factor to be applied to the computed RCNLD of each structure type. This factor will be printed on the Cost Report for any entry other than 1.000 (the default.)

State Use Codes: to restrict processing to parcels of a specific use code, enter the code in the box. Multiple use codes can be entered, up to a maximum of 15. To process all parcels regardless of use code, enter three asterisks in the top left-hand use code box (shown above.)

When all options have been selected, click the OK button. To close the Options window without saving changes, click the Cancel button.

5. Click the Close button to close the Cost window.

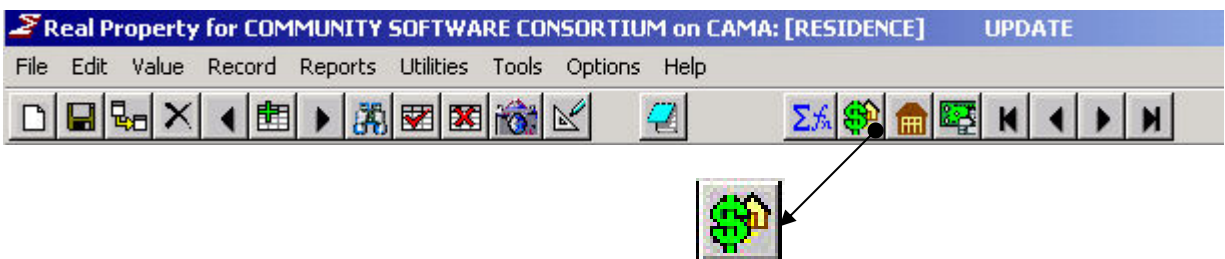
Running Cost from the Data Management Module

Running Cost on a single parcel

Once a parcel has been selected in the RPIS system, there are two ways to run Cost:

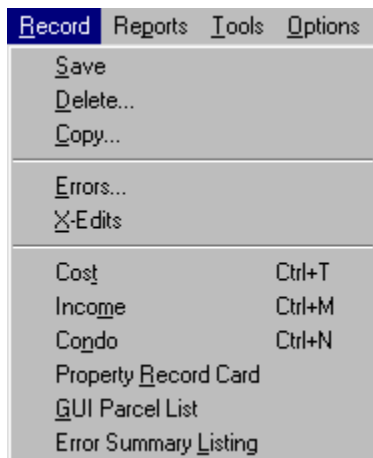
1. Using the Cost Icon

While in any data type (parcel, valuation, land, residence, etc.) click the Cost icon on the toolbar (the dollar sign with the house behind it.)



2. Using the Record menu

Click Record on the menu bar and select Cost (or use the key equivalent, Ctrl + T.)



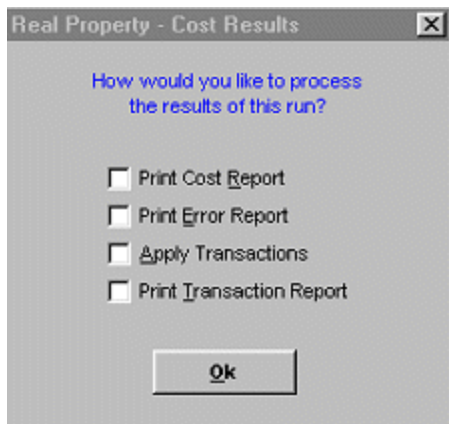
For both methods:

Using either method, the Cost program will run. If the current Cost Options call for a detailed report, the Cost Report will be displayed automatically at the end of the Cost run. If the Cost

Options call for an error report only, the error report will be displayed if errors are found; if no errors are found, the Cost Results dialog box will appear.

Selecting Cost Results

The Real Property Cost Results dialog box provides you with several options:

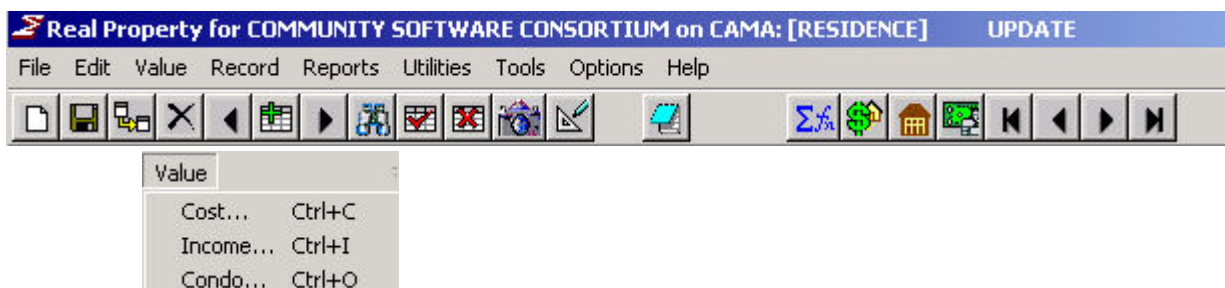


- Check the box(es) for the Cost or Error reports and then click the Print Current button to print the report(s) generated during the cost run (check the Cost Options to determine which reports are available.)
- Check the Apply Transactions box to apply the transactions. **If you do not check this box, the results of the Cost run will be discarded and the valuation data will not be changed.**
- Check the Print Transaction Report to print the report that provides information about the transactions applied to the database.
- To discard the results of the Cost run and return to the parcel, leave all boxes unchecked and click OK.

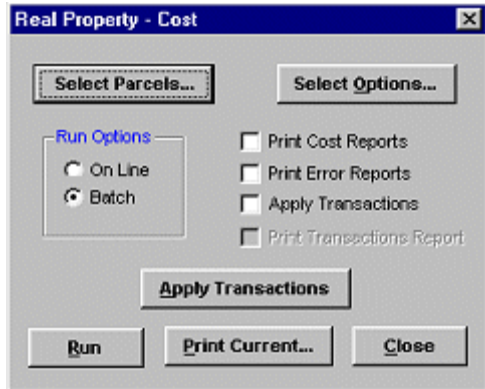
Click OK when all desired options have been selected. The Cost program will complete the selected tasks, then return you to the DMT screen.

Running Cost on a Group of Parcels:

- From any screen in Data Management, click Value on the Menu bar, then click Cost.



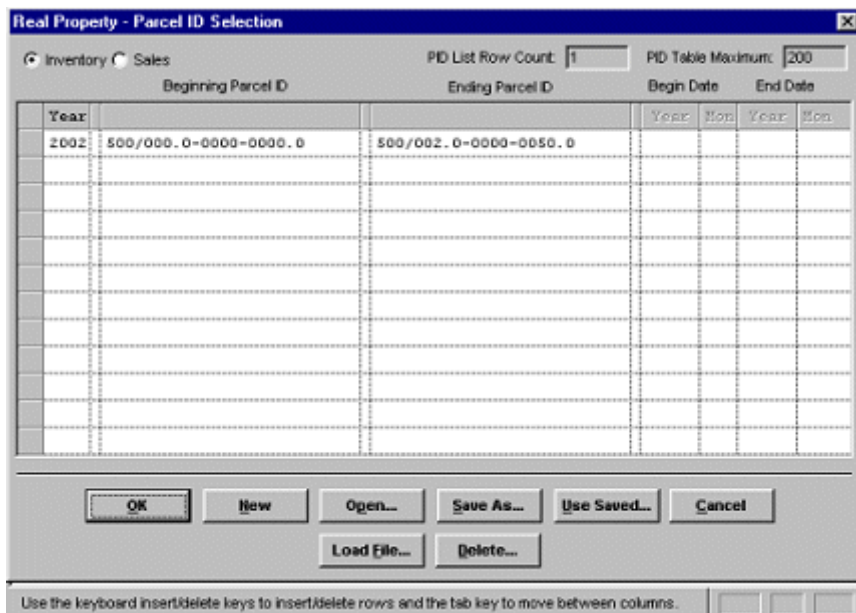
The Cost dialog box appears; select the options and parcels for processing as described below.



- To verify or change the Cost Options: click the “Select Options” button and choose the desired options. (See the section Cost Options earlier in this user guide for more information.)

Select Parcels for Processing

- To enter a parcel range or select a PID file for processing: click “Select Parcels.” Enter the desired fiscal year, a single parcel ID, a range of parcel IDs or multiple parcel IDs (use the Tab key or the Insert key to move to a blank line.)



To select a PID file, click the “Open...” button and select a PID file from the drop-down menu. If the PID file was created and saved by another user, select the user name from the User Name list before searching for the PID file. Click OK after selecting a PID file, or click Cancel to close the PID file selection box without selecting a file.

Select Cost Results

The Cost Results options are chosen before the cost run when running cost on multiple parcels. These are the same options that appear in the Cost Results dialog box when running Cost on a single parcel.

- To print reports: check the report boxes to print the Cost and/or Error reports.
- To apply cost transactions automatically: check the “Apply Transactions” box. If this option is selected, the “Print Transactions Report” box will become active. Check the box to print a transaction summary report. If you wish to view reports before applying transactions, leave this box blank (unchecked.) If you leave this box unchecked, the results of the Cost run will not be automatically applied to the database, but will be saved to a transaction file. You can then apply the transactions stored in the file by clicking the Apply Transactions button.
- Select either the On Line or Batch run option by clicking the appropriate radio button. Selecting On Line will cause a summary to display on screen for each parcel selected. The screen summaries will not display if Batch is selected.
- Click the Run button to begin the Cost run.

The Print Current button: after Cost has finished: If the report boxes were not checked but you wish to print the reports after the cost run, check the box(es) and click the Print Current button. The reports generated by the most recent cost run will print.

The Apply Transactions button: if the Apply Transactions box was not checked but you wish to apply the transactions after viewing the reports, click the Apply Transactions button. A transaction summary will display on screen after transactions have been applied; click the printer icon or click File > Print to print the transaction summary report.

Run Cost on Selected Parcels

When the Options and Cost Results have been selected, start the Cost run by clicking the Run button. To cancel the process, click the Close button.

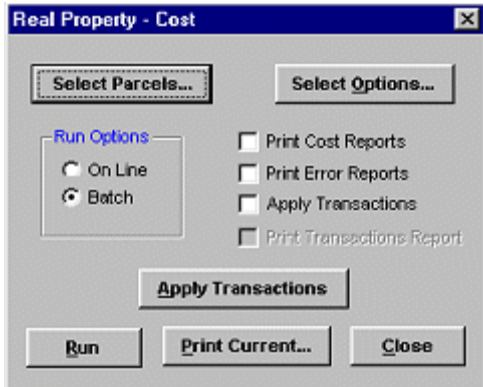
Using the Key Equivalents Instead of the Mouse

It is possible to use key combinations to run most cost functions instead of clicking the mouse.

- Type **Ctrl+C** (hold down the **Ctrl** key and press **C**) to display the Cost run window. Using the key combination produces the same result as clicking Value > Cost on the menu bar.
- *Menu Bar “quick keys”*: each option on the Menu bar contains a single underlined letter:



- Typing **Alt+letter** (hold down the Alt key and press the underlined letter of the option you wish to select) produces the same result as clicking on that option. For example, pressing Alt+V opens the Value menu, and pressing Alt+R opens the Record menu.
- Menus and options boxes: to select an option from a menu or options box, press the underlined letter of the option. For example, in the Cost dialog box below:



- Type the letter **O** to open the Select Options window.
- Type the letter **A** to apply transactions.
- Type the letter **C** to close the Cost window.

For training and technical support...

Contact any of the DOR CAMA Information Technology Staff for further assistance or to ask about training opportunities.

CAMA Support Help Desk
Monday – Friday 9A-4PM excluding holidays
1-800-521-5536 (ask for CAMA Support or extension 62350)

Advisor	Phone	E-mail
Mike Quinlivan	508-792-7300 extension 22313	quinlivanm@dor.state.ma.us
Linda Bradley	617-626-2394	bradleyl@dor.state.ma.us
Paul Corbett	617-626-2366	corbettp@dor.state.ma.us
Don Reynolds	617-626-2356	reynoldsd@dor.state.ma.us
Arnold Kanter	617-626-2303	kanter@dor.state.ma.us

All Boston staff can be reached by dialing their direct numbers or through the CAMA Support Help Desk.

CAMA Version 3 User Guides, our Support Guidelines and other useful information from the Information Technology section of the Division of Local Services can be found online at <http://www.dls.state.ma.us>. Information about the Community Software Consortium can be found online at www.csc-ma.us.

Division of Local Services Information Technology Section

P.O. Box 9569
Boston, MA 02114-9569
(617) 626-2300 or toll free 1-800-521-5536
Fax (617) 626-2330

Kirsten Shirer, Deputy Director of Information Technology
436 Dwight St. Room 401
Springfield, MA 01103
(413) 784-1000 Ext. 20613
Fax (413) 784-1034